

ASSISTANT INFORMATION SYSTEMS ANALYST

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: October 6 - 10, 2003

Collective Bargaining Identification: R01

Job Analysis Conducted By: Charmaine Traywick, Associate Personnel Analyst,
Personnel Examining Section

Number of Incumbents: There is 24 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated August 31, 2003.

Names of the Subject Matter Expert(s) and their background:

Susy Cooper, Staff Information Systems Analyst (Specialist), Information Systems Division

Ms. Cooper has worked for the Department of Corrections for over three years. She is currently a Staff Information Systems Analyst (Specialist). She has over five years of experience as an Associate Information Systems Analyst (Specialist).

Tom Gresham, Associate Information Systems Analyst, Information Systems Division

Mr. Gesham has worked for the Department of Corrections for over 17 years. He is currently an Associate Information Systems Analyst (Specialist). He has over six years of experience as an Associate Information Systems Analyst (Specialist) and two years as and Assistant Information Systems Analyst.

Belinda Wells, Staff Information Systems Analyst (Supervisor), Information Systems Division

Ms. Wells has worked for the Department of Corrections for over 18 years. She is currently a Staff Information Systems Analyst (Supervisor). She has four months of experience as a Staff Information Systems Analyst (Supervisor) and four years and nine months as an Associate Information Systems Analyst (Specialist).

ASSISTANT INFORMATION SYSTEMS ANALYST INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Assistant Information Systems Analyst class specification
- Assistant Information Systems Analyst duty statement